IDEA STAGE
• Conversations with:
  - Faculty/Deans/Chancellors;
  - Professional and Continuing Education (PCE) for fee-based programs;
  - Provost’s Office and Office of Planning & Budgeting;
  - UWB Assistant Director of Graduate Studies (ADGS);
  - UWB Assessment & Curriculum Coordinator (ACC);
  - Other stakeholders across the three campuses.

PLANNING NOTICE OF INTENT (PNOI)
• Follows Graduate School PNOI guidelines;
• Faculty lead engages UWB Curriculum Director (CD) and the Graduate School Office of Academic Affairs (OAA) during PNOI development;
• ACC and OAA review PNOI for completeness, confirmed by ADGS;
• Bothell General Faculty Organization Executive Committee (GFO(EC)) reviews/approves;
• VCAA Leadership Council (VLC) notified;
• ACC sends to Dean & VCAA to sign;
• ACC submits signed PNOI to OAA.

PNOI COMMENT PERIOD
• OAA distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, as well as central administrative units and UWB main administrative units impacted;
• Graduate School authorizes full proposal development.

FULL PROPOSAL DEVELOPMENT
• Follows Graduate School proposal guidelines;
• Addresses stakeholder feedback;
• Includes draft cover sheet;
• For fee-based programs, include Service Selection Form from Continuum College;
• ACC reviews for completeness, confirmed by ADGS;
• Submit preliminary draft to OAA; unit receives/incorporates feedback;
• School/unit review and approval;
• ACC sends to Dean and VCAA to sign.

VLC & GFO REVIEW
• VLC and GFO(EC) review proposal;
• VLC and GFO(EC) make recommendation to VCAA & Chancellor;
• VCAA signs proposal; ACC submits final proposal to OAA.

GRADUATE SCHOOL COUNCIL
• Council considers proposal;
• After presentation, unit incorporates feedback, if needed;
• Graduate Dean authorizes sending proposal to Board of Regents.

BOARD OF REGENTS
• Certificate approval.

CREATE CODE
• OAA directs Registrar to create new program code.

PROGRAM LAUNCH
• Certificate Program’s 5-year review cycle begins.

OFFICE OF ACADEMIC AFFAIRS
New Graduate Certificate Proposal • UW Bothell

THE GRADUATE SCHOOL
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